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**Manager of Home-Start Leith & North East Edinburgh (HSLNEE)**

**Job Summary and Purpose** Current as at February 2021

This is a full-time position, leading and managing a team of 3 staff members and up to 30 volunteers. You will be responsible for the day to day running of the charity, which supports young families from diverse communities in Leith and North East Edinburgh, within the national Home-Start framework. You will report to the Board of Trustees and support them in the organisation’s continuing development.

The Manager is key to HSLNEE’s purpose and values, with varied responsibilities that include: working with Trustees to develop and deliver strategic objectives; ensuring the effective day to day management of a high-quality family-centered service; leading, developing and supporting staff and volunteers; working in partnership with other organisations; managing administrative and financial systems; and making use of information to assess the organisation’s impact.

**Main Responsibilities**

1. **Leadership and Strategy**
* Reporting to and supporting the Board of Trustees to deliver the current 5-year strategic plan, responding to developments in needs of families and the external environment
* Enable the organisation to work according to its values, ensuring these are consistently applied and modelled
* Increasing diversity to help reach the families needing HSLNEE’s support the most
* Representation and networking within HSLNEE’s communities, building effective relationships, and developing collaborative working with key partners
* Promoting HSLNEE, its profile, ethos and practice through effective communication
* Ensuring fundraising required to support the organisation’s current and future budget
* Contributing to the development of Home-Start locally, in Scotland, and in the UK.
1. **Support for Families**
* Undertaking the strategic lead and designated responsibilities to safeguard and promote children’s welfare
* Support the work of staff and volunteers by maintaining an overview of systems, quality and impact
* Support staff to develop both individual family and group work approaches.
1. **Leading Staff and Volunteers**
* Day to day management and support of staff, ensuring wellbeing, support, supervision and opportunities for learning and development
* Promoting strong team working and active participation of staff in the development of the organisation
* Dealing with day to day staffing matters in accordance with the organisation’s policies
* Delivering training to volunteers with colleagues and through the Home-Start Preparation Course.
1. **Managing the Service and Good Governance**
* Ensuring the organisation’s policies and procedures are implemented and reviewed, in line with the Home-Start Agreement and Quality Assurance Standards
* Ensuring effective administration and financial systems are in place
* Ensuring good financial management, control and reporting of the budget, currently £135,000 pa
* Implementing the organisation’s online monitoring processes, so that impact of services can be assessed
* Analysing and using data for performance management, reporting and review
* Acting as HSLNEE’s Company Secretary and supporting the Chairperson and Board to ensure good governance of the organisation.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above. The post holder will be required to work flexibly, with some evening or weekend work and occasional residential training. Additional time worked will be given as Time Off In Lieu (TOIL)